



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
PRIVATE PROTECTIVE SERVICES
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR
NASHVILLE, TN 37243-1158
615.741.6382 FAX 615.532.2965
www.state.tn.us/commerce/boards

ATTENTION ALL APPLICANTS

- Armed Security Guard Registration -

- Contract Security Company License -

This notice does not apply to unarmed guard or certified trainer applicants

FINGERPRINT SUBMISSION AND PROCESSING INFORMATION

Option (1):

We will continue processing your fingerprints through Tennessee Private Protective Services by forwarding the fingerprint cards you send with your application to the TBI & FBI. *Current reporting time is 4-6 weeks*, rejected prints could extend processing time.

If you choose this method of fingerprint processing you must:

- Forward (3) sets of classifiable fingerprint cards with your application, and;
- Forward the **\$60.00 non-refundable** fingerprint processing fee in addition to the application fee(s.)

Prints must be rolled nail to nail by a qualified technician on cards included with the application. All blocks must be completed and the cards must be signed by the applicant. Answer N/A if the question does not apply.

Option (2):

Cogent Systems (Electronically scanned fingerprint submissions to TBI & FBI.)

Cogent will charge **\$48.00** to scan and transmit your fingerprints to the TBI and FBI.

Applicant's can schedule an appointment with this electronic fingerprint scanning company. Cogent Systems will transmit the applicant's fingerprints to the TBI & FBI for processing. *Approximate processing and reporting time = 5-10 days.*

Call Center Scheduling: Available Monday-Friday, 8:30 A.M – 4:30 P.M. (Central)

- Call **1-877-862-2425**.
- Operators will collect required information and schedule your appointment.
- Be sure to have the correct ORI# when calling: **TN920120Z** and the transaction type required to schedule Armed Security Officers **AG** (Armed Guards) and for Contract Security Company applicants **PS** (Contract Security Applicant).

Online Scheduling:

- **www.tennessee.cogentid.com**
- You will enter your applicant information as prompted online.
- Be sure to have the correct: ORI# **TN920120Z** and the transaction type required to schedule Armed Security Officers **AG** (Armed Guards) and Contract Security Company applicants **PS** (Contract Security Applicant).

DO SEND a copy of the receipt of payment for electronic fingerprint submission.

DO NOT SEND the fingerprint cards or the **\$60.00** fingerprint processing fee with your application to Tennessee Private Protective Services.

NOTE: Should you choose to arrange live-scan fingerprinting through Cogent, it will not be necessary to request a "conditional" armed guard registration or pay the \$15 conditional fee.